

CONFIDENTIAL

LOGISTICS SERVICES DIVISION
WEEKLY REPORT
PERIOD ENDING 14 DECEMBER 1983

I. Progress Report on Tasks Assigned by the DCI/DDCI:

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No items this reporting period.

II. Items/Events of Major Interest:

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a. Move: On 7 December 1983 the move of the Office of Personnel from Headquarters Building [] was completed. []

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b. Conserv-a-Files: Sliding Conserv-a-Files were disassembled, moved, and reassembled [] for the Office of General Counsel on 8, 9, and 10 December. []

c. Carpeting: On 9 December approximately 155 square yards of carpet tiles were installed in Rooms 1D-4407, 7E-12, and 3E-27, Headquarters Building.

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On 9 and 10 December 170 square yards of carpet was installed in Room 1013, Key Building. []

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d. Security Barrier Drawings: The Architectural Design Staff, LSD/OL, prepared feasibility drawings for security barriers at eight locations throughout the Headquarters compound. Drawings were presented to, and reviewed by, Messrs. McMahon, Briggs, and Fitzwater. As a result of a meeting with these officers, ADS is restudying the Northeast Entrance, the Main Entrance (front), and DCI Garage. []

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e. Foreign Visitors Lounge: ADS met with GSA to discuss installation of a microwave, toilet partitions, additional cable for a range unit, and handicap handholds in the bathroom of the Foreign Visitors Lounge. []

f. Drawings: Drawings were completed and issued to the Space Maintenance and Facilities Branch, LSD/OL, for minor renovations for the Office of Personnel on the ground floor and in Rooms 206/207, Ames Building.

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Drawings for the installation of a raised floor in Room 7F41, Headquarters Building, for the Office of Current Production and Analytic Support were completed and issued to SM&FB on 8 December 1983.

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25X1 g. Transportation: Limousine Service was provided to
25X1 the Near East Division from 6 through 9 December 1983. [REDACTED]

i. Jobs Completed: The installation of electric and telephone outlets in Room 5D-55 for the Office of Data Processing has been completed.

The Sheetmetal, Carpenter, and Electric Shops worked overtime this past weekend to complete minor alterations in Room 1J-45 for the Office of Logistics.

25X1 Minor alterations have been completed in Rooms 6F-25/35 for the Office of Current Production and Analytic Support, and the film processor has been delivered and installed in Room GH-24 for the same office. This completes minor alterations in the latter room. [REDACTED]

III. Significant Events Anticipated During the Coming Week:

25X1 No items this reporting period. [REDACTED]

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Chief
Logistics Services Division